



# DEPARTMENT OF PUBLIC SOCIAL SERVICES

## WELFARE FRAUD PREVENTION & INVESTIGATIONS SECTION

Number:

03-28

Date:

12/11/2003

### Administrative Memorandum

**SUBJECT:** MAINTAINING THE CONFIDENTIALITY OF APPLICANTS AND PARTICIPANTS

**REFERENCE:**

**CANCELS:**

**FILE IN:** WFP&I Handbook

**SPECIAL ATTENTION:** All WFP&I Staff

### PURPOSE

It has recently come to my attention that documents containing confidential information about participants, including identifying information such as Social Security numbers and birthdates, are left unattended on printer tables and photocopiers, sometimes for extended periods of time.

### POLICY

This is to remind all WFP&I staff that information about the identity of applicants and participants must be maintained in a secure and confidential manner.

WFP&I staff shall ensure that all copies of documents are immediately retrieved from printers or photocopiers.

Questions regarding this Administrative Memorandum should be directed to your immediate supervisor.

A handwritten signature in black ink, appearing to read "Luther Evans", is written over a horizontal line.

Luther Evans, Director  
Welfare Fraud Prevention & Investigations Section

LE:MH:mh

Admin. memo-maintaining confidentiality

c: Deputy Directors  
Chief Clerk